

Ames Laboratory

Office Environment, Safety, Health & Assurance
Title Hazard Identification for Excess Property & Materials
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Procedure 10200.054
Revision 3
Effective Date 12/19/05
Review Date 12/19/08

Hazard Identification

For

Excess Property & Materials

The Ames Laboratory Hazard Identification for Excess Property & Materials Procedure will ensure that all excess property and materials are properly evaluated before being shipped off-site or sent for "scrap".

NOTE: This procedure is not intended to cover a laboratory clean out or move as it may not be feasible or practical to green tag every item. These instances will be evaluated on a case-by-case basis and a separate process will be outlined to identify hazards in excess property and materials as well as determining if these items have a significant cultural or historical value prior to leaving the Laboratory.

Comments and questions regarding this procedure should be directed to the contact person listed below:

Name: Dan Kayser
Environmental Specialist
Address: G40 TASF
Phone: 294-7923

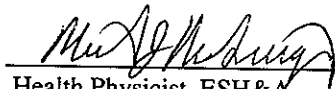
SIGN-OFF RECORD:

Approved by:


Manager, ESH&A

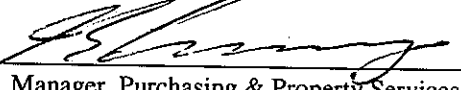
Date: 12-8-05

Approved by:


Health Physicist, ESH&A

Date: 12-08-2005

Approved by:


Manager, Purchasing & Property Services

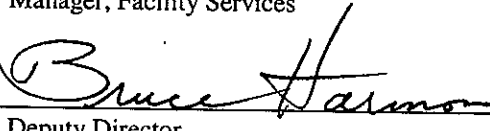
Date: 12/8/05

Approved by:


Manager, Facility Services

Date: 12/8/05

Approved by:


Deputy Director

Date: 12/19/05

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1.0 Revision/Review Log

The environmental specialist will review this document every three years.

Revision Number	Effective Date	Contact Person	Pages Affected	Description of Revision
0	02/01/00	D. Kayser	All	Initial Use
1	08/29/03	D. Kayser	1	G:\DOCS&REC\DCPRevisionDescriptions\Procedure 102_054
2	11/15/04	D. Kayser	2, 3	G:\DOCS&REC\DCPRevisionDescriptions\Procedure 102_054
3	12/19/05	D. Kayser	1,2,4	G:\DOCS&REC\DCPRevisionDescriptions\Procedure 102_054

2.0 Purpose and Scope

The purpose and scope of this procedure is to identify hazardous materials that maybe present in excess property and materials and evaluates these items for any significant cultural/historical value before being sent off-site. This procedure does not include materials (i.e. sheet metal, conduit, piping, plaster board, etc.) from routine facility operations.

3.0 Responsibility

3.1 ESH&A Manager:

The manager will approve this procedure and make sure there are adequate resources necessary to support ESH&A's role in this procedure.

3.2 Environmental Specialist:

The specialist will assist, as needed, health physics personnel in identifying other non-radiological hazards. The specialist will be present when Purchasing & Property Services performs the biannual scrapping of excess property and materials. If the specialist can not attend the specialist will appoint someone to attend in his absence. The specialist will be responsible for properly removing and disposing of any hazardous materials/wastes associated with excess property and materials according to State/Federal and local regulations. The specialist will inform health physics personnel when the hazard(s) are removed so the removal date can be noted in the HP Survey Report & Equipment Transfer database. The specialist will also evaluate excess property and materials for their cultural/historical value (see section 6).

3.3 Purchasing & Property Services Manager:

The manager is responsible for maintaining an inventory of excess property and materials and determining whether excess property and materials are to be scrapped. The manager will also notify the environmental specialist and facility manager before the biannual scrapping of excess property and materials.

3.4 Facility Services Manager:

The manager will ensure that facility personnel do not move equipment to the warehouse until the equipment has been tagged and surveyed for hazards and signed by health physics personnel. The manager will assign an electrician or electrical engineer to attend the biannual scrapping of excess property and materials to assist in identifying electrical equipment that could potentially contain PCB ballasts or capacitors.

3.5 Health Physics Personnel

Health physics personnel are responsible for performing internal procedure # 10202.054 and for notifying the environmental specialist of any radiological and/or chemical hazards found while performing the survey. Health physics personnel are also responsible for entering or assigning someone to enter the data from Green Tags into the HP Survey Report & Equipment Transfer database.


3.6 Requester

Individuals requesting transfer of equipment and materials, through Facility Services, shall complete a transfer property tag (see example below) and attach to item and forward TOP GREEN copy to ESH&A (G40 TASF). The requester shall notify ESH&A of any known hazards or potential hazards associated with excess equipment or materials.

If a requester transfers his/her own equipment or materials to the warehouse the requester shall complete the Transfer Tag and keep the Top Green copy. The requestor will have ESH&A health physics personnel sign the tag before moving equipment/materials to the warehouse. The requester shall take the TOP GREEN copy (see section 5.0) with them to the warehouse with their equipment/materials. **THE WAREHOUSE WILL NOT ACCEPT EQUIPMENT AND MATERIALS WITHOUT A PROPERLY COMPLETED TAG.**

NOTE: Equipment and materials should not be stored in building hallways prior to moving.

Transfer Tag Example:



Ames Laboratory No 9310
Property Transfer

Requestor: 1. Complete this side of tag only, EXCEPT for shaded areas.
2. Attach tag to property
3. Send top GREEN copy to ES&HG, G40 TASF for Radiological Survey.

Circle One:
To **To** 12/15/99
Pool **Hold** **Date:**

(PRINT legibly)
Requestor: Dan Kayser
Phone: 294-7923
Description: Furnace
Pick-up Location: G40 TASF
Prop. No. 999999

☒ Is in working condition ☐ Needs repair
Repair required: _____

☐ To be shipped offsite:
Hazards: None
Radiological Survey Results: None
Date: 12/16/99
Surveyor's signature: [Signature]

SEND top GREEN copy to ES&HG, G40 TASF

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4.0 Surveying Equipment and Materials

- 4.1 Once the TOP GREEN copy of the property transfer tag is received by ESH&A, health physics personnel will survey the equipment/materials according to internal procedure # 10202.054.

5.0 Transfer Tag Routing

- ESH&A will forward TOP GREEN copy of the property transfer tag to FSG. If requester elects to transfer equipment/materials themselves they must keep the TOP GREEN copy (see section 3.7).
- FSG or requester must give the TOP GREEN copy of the property transfer tag to Property Services Personnel (PSP) at the warehouse before unloading.
- PSP will verify that the property transfer tag information matches the equipment, and enter the information on a pool or hold receiving record.
- PSP may throw away the TOP GREEN property transfer tag copy for items NOT put into the pool or hold area, without property numbers (i.e. desks, chairs, etc.).

6.0 Evaluation Criteria for Cultural/Historical (36 CFR Part 60.4)

According to guidance in 36 CFR Part 60.4, an historical resource can be identified by the quality of its significance in American history, architecture, archeology, engineering, and culture. This quality is potentially present in districts, sites, buildings, structures, and objects that possess integrity of location, design, setting, materials, workmanship, feeling, and association.

In addition, an historical resource must:

- (a) be associated with events that have made a significant contribution to the broad patterns of our history; or
- (b) be associated with the lives of persons significant in our past; or
- (c) embody the distinctive characteristics of a type, period, or method of construction, or represent the work of a master, or possess high artistic values, or represent a significant and distinguishable entity whose components may lack individual distinction; or
- (d) yield, or may be likely to yield, information important in prehistory or history.

Activity ES&H Hazard Identification Checklist

Name of Activity: _____

Activity Supervisor: (Print) _____ Location: Room _____ Building _____

ES&H Rep.'s/Coor.'s Signature _____	Employee # _____	Date _____	Group Leader's Signature _____ (Approved by)	Employee # _____	Date _____
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IMPORTANT! Attach a hazard management statement for each item checked below.

Check all of the following that are applicable to/or involved with the activity. This checklist will be utilized by ESH&A in review of the activity.

A. Chemical and Biological Concerns

1. ☐ Mercury or mercury compounds (e.g. dimethyl mercury).
2. ☐ Research involving human subjects or animal studies.
3. ☐ Chemicals requiring personnel medical monitoring (see "Federally Regulated Hazards": www.ameslab.gov/esh/HazardInventory.pdf).
4. ☐ Hazardous or toxic chemicals (www.ameslab.gov/esh/CHPAppendixA&B/acuteHazWastes.pdf).
5. ☐ Extremely hazardous substances (www.epa.gov/swercepp/ehs/ehsalpha.html).
6. ☐ Flammable chemicals (flashpoint < 100°F) in quantities greater than 4 liters (1 gallon) in one room.
7. ☐ Perchloric or picric acid, peroxide-formers (www.ameslab.gov/esh/CHPAppendicesK&L&MPeroxideFormers2.pdf).
8. ☐ Pyrophoric or explosive materials (www.ameslab.gov/esh/CHPAppendicesH&I/IncompatiblesShockers.pdf).
9. ☐ Activities that generate potentially hazardous ambient air concentrations of particulates, mists, fumes, vapors, or asphyxiates.
10. ☐ Generation of chemical, mixed, or radioactive waste (as defined by the Ames Laboratory Waste Management Program Manual).
11. ☐ Generation of new waste streams, or a > 20% increase in an existing waste stream.
12. ☐ Biological materials (www.ameslab.gov/esh/ISUBiohazardousAgentsList.pdf).
13. ☐ Suspected and/or confirmed carcinogens (www.ameslab.gov/esh/CHPAppendicesD&E/Carcinogens.pdf).

B. Radiation Concerns

1. ☐ Radioactive materials, radiation sources.
2. ☐ Lasers (excludes laser printers and pointers).
3. ☐ Radio frequency (RF) or microwave generators (excluding personal microwave ovens) of greater than 10 watts average output power.
4. ☐ Ultraviolet radiation, which could expose personnel (e.g. arc welding, inductively coupled plasma, UV reactors, xenon lamps, etc.).
5. ☐ Generation of Radioactively contaminated waste as defined by the Ames Laboratory Waste Management Program Manual.
6. ☐ X-ray generating devices.

C. Electrical Concerns

1. ☐ Work with exposed electrical wiring or parts with voltages greater than 50 volts.
2. ☐ Work with stored energy systems (e.g. capacitor banks > 10 joules; station battery systems > 50 volts).
3. ☐ Voltage systems of greater than 600 volts.
4. ☐ Current systems of greater than 25 amps.
5. ☐ Electrical devices not certified by a Nationally Recognized Testing Laboratory (e.g. Underwriters Laboratory, CSA, etc.).

D. Environmental Concerns

1. ☐ Potential to release hazardous or radioactive materials to the sanitary or storm sewers, soil or air.
2. ☐ Potential for release of chemical, physical, or radiological agents (particulates, fumes, mists, or vapors) via a fume hood or exhaust system.
3. ☐ Transportation of hazardous or radioactive materials, including laboratory-to-laboratory and on-site or off-site.
4. ☐ Activities requiring an emission permit.

E. Physical and Mechanical Concerns

1. ☐ Fabrication of major (large mass or volume) equipment, structural supports.
2. ☐ Work that is done in the proximity of floor openings or on elevated work platforms or scaffolds.
3. ☐ Activities that require use of safety eyewear, respirators and/or other forms of personal protective equipment (PPE).
4. ☐ Use of a glove box.
5. ☐ Torch work, exposed source hot-work, or exposed heat sources (e.g. welding, soldering, arc welding, furnaces, etc.).
6. ☐ Rotating parts or pinch points.
7. ☐ Fluids or gases and pressure delivery systems, other than installed building utilities (> +/- 5 psig).
8. ☐ Pressure vessels, vacuum vessels, and glass systems (> +/- 5 psig).
9. ☐ Use of hoists, cranes or rigging.
10. ☐ Cryogenic systems (including thermal and/or oxygen deficiency hazards).
11. ☐ Mechanical stored energy systems (e.g. flywheels, mechanical springs, etc.).
12. ☐ Electromagnetic systems.

F. Workplace Concerns

1. ☐ Confined space (as defined by Ames Laboratory ESH&A Program Manual, Section 5.18).
2. ☐ Activities that limit means of egress.
3. ☐ Temperature or humidity extremes.
4. ☐ Work which produces acute noise that interferes with normal conversation.
5. ☐ Activities that involve tasks of prolonged repetitive motion.
6. ☐ Activities that involve lifting/moving of 20 pounds, lifting from awkward positions, or pushing/pulling of heavy objects.

G. Other Concerns

1. ☐ Activities involving sub-contractors.
2. ☐ Public tours of Ames Laboratory facilities or the use of equipment/materials for public displays.
3. ☐ Area renovation.
4. ☐ Activities that involve the installation of equipment valued at \$100,000 or more in one room or laboratory.
5. ☐ Activities to be performed at an "off-site" location (ISU lab space, field location, or other off-campus facility). Only check this item if any other item is checked.